

COMMISSION COMMENTS

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JOB AUDITS—WHAT ARE THEY AND DO I NEED ONE?

The Civil Service Commission is responsible for conducting position (job) audits, which ensure that employees are performing the duties for which they were hired. A job audit can be requested by the employee, an appointing authority, the union, or the Commission.

The Audit Process

The first step in the job audit process is when the employee is asked to complete a questionnaire about his or her job duties, which is then reviewed by the employee's immediate supervisor. Next, a Commission personnel analyst schedules a job observation with the employee to see and discuss the duties the employee performs. Additionally, discussions with the employee's supervisor, manager and human resources representative are often held to ensure a complete and accurate understanding of the position in question. Finally, based upon all this information, the analyst will make a recommendation about the proper classification for the position.

Results

The Commission will notify the Department and the affected employee of the results of the job audit and, based upon the recommendation, whether any action must be taken by the Department. If a position is not properly classified, the Department is required to correct this in one of two ways: 1) the department can re-assign the employee duties that fit his

or her job class or 2) it can change the class title to fit the duties that are being performed.

Impact on the Employee

If a different classification is recommended based on a job audit, the employee must meet the minimum qualifications for the new classification. If the new classification will result in an increase in the employee's pay range, then the employee will need to take and pass an examination in order to be appointed to the new classification. If the new classification has a lower pay range than the employee's current job class, the employee would not need to take an exam. Also, when a new job class is assigned, the employee's classification seniority date, or date of rank, will change to the new appointment date. This is important because it will affect the date of performance reviews and the merit pay review dates for CMAGE and AFSCME employees. A new job class assignment also may mean that the employee will be expected to serve a new probationary period.

If an employee is concerned that they are not performing the duties for which they were hired, they should first consult with their human resources representative, keeping in mind that job audits should be requested only when a position is potentially misclassified.

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Our Applicant & Employee Services Counter is open

9:00 a.m. - 4:00 p.m.

Monday, Wednesday, and Thursday

Vacancy Postings & Test Announcements are still available in our hallway on Tuesday and Friday.

Completed applications and forms may be placed in the mail slot in our 6th floor door if we are closed.



NEW COMMISSIONER APPOINTED

Mayor Michael Coleman has appointed Eileen Y. Paley to the vacant position on the Civil Service Commission with a term expiring February 1, 2008. Commissioner Paley is a principal in the law firm of Paley Law Office, L.P.A. Her practice includes general business representation, civil litigation, consumer law, real estate, construction law and juvenile law. Ms. Paley graduated from the Ohio State University in 1984 and the Capital University Law School in 1988.

NEW POSITION OVERVIEW PROCESS FOR 2005

The new position overview process, also known as the pre-employment interview, or “walk-through,” is for new employees or current employees who change jobs. This is the step where hiring paperwork is reviewed and completed. Effective January 3, 2005, the majority of employees accepting a new position will now be able to complete this overview at the department or division where they are being hired versus having to schedule a trip downtown to Civil Service.

The process involves a short video presentation that the employee watches on a computer in the department’s human resources office. The video explains the paperwork, the City Charter’s residency requirement, the probationary period and other important information about the employee’s new position. At this time, the individual also fills out various forms required for the appointment process.

The position overview is scheduled before the person begins his or her new position and gives the new employee the opportunity to ask questions about the position and the required paperwork. A trip downtown may still be necessary for fingerprinting to complete background checks for agencies that do not have that capability at this time. The Commission will also send a follow-up letter to the employee to make sure they completed the position overview process and to provide a phone number for any additional questions.

This new position overview process is an improvement over the old procedure because now HR representatives have the flexibility to schedule these appointments at a time and location convenient for them and the employee.

2004 COMMISSION UPDATE

One of the Civil Service Commission’s main responsibilities is maintaining the competitive testing system for the City. The goal of this system is to ensure that applicants are qualified for the jobs they seek with the City.

During 2004, the Commission administered 50 open competitive exams and 12 promotional exams. For positions filled on a noncompetitive basis, in addition to conducting qualification reviews, the Commission administered 2 qualifying examinations. Overall, the Commission received over 7,000 applications for exams given in 2004.

Another of the Commission’s responsibilities is to maintain the City Class Plan. There are currently over 600 job classes in the City and the Commission is responsible for keeping these classifications current. The Commission

developed a performance standard that each job class should be reviewed at least once every five years. In 1993, when this standard was set, only 37% of classes were in compliance. At the end of 2004, 99% of job classes were up-to-date.

Did you know...

- Over 8,300 job interest forms were sent in to the Commission in 2004. About 82% of these were submitted online.
- About 6,600 job vacancy and test announcements were mailed out to applicants in the job interest database in 2004.

UPCOMING SPRING & SUMMER EXAMS

The Civil Service Commission plans to administer several performance examinations in the upcoming months. We will be accepting applications for Equipment Operator I (EOI), Equipment Operator II (EOII), Excavator, Refuse Collection Vehicle Operator (RCVO) (Automated), and Refuse Collector and Vehicle Operator (Manual) within the next couple of months.

EO I requires one year of experience while EO II requires two years of experience, and both require possession of a valid Class A or Class B CDL. Some positions may require endorsements for Passenger Transport (P), Hazardous Materials (H), Tanker (N), or tank vehicles transporting hazardous materials (X).

Excavator requires one year of experience operating heavy construction, maintenance and/or excavation equipment and possession of a valid Class A CDL with air brakes endorsement. RCVO (Automated) and RCVO (Manual) both require one year of experience as a truck driver or refuse collector and possession of a valid Class B CDL with air brakes endorsement.

So far this year...

During the first quarter of 2005, the Commission Testing Center has reviewed over 1,400 applications for 15 exams administered to over 600 candidates.

SO LONG, BILL!

Congratulations to William "Bill" Terry on his retirement from the City after 30 years of service. Originally from Virginia, Bill served in the United States Air Force as a Medical Service Technician for 13 years. He received his bachelor's degree in sociology and psychology from the College of Great Falls in Great Falls, Montana, and his master's degree in management and manpower administration from the University of Utah in Salt Lake City, Utah.

When Bill began his career with Civil Service in 1974, each applicant's test score was computed with a calculator. For a test with five candidates, that wasn't a problem, but for a test with hundreds of candidates, imagine how long it took to get test results out!

Over the years, Bill has worked on examinations for all City departments and with his coworkers became an unofficial historian of Commission information—"Just ask Bill."

Bill has one son, four daughters, and a number of grandchildren to keep him busy. Although we will greatly miss you, Bill, we know you'd rather be on that golf course – enjoy!



PROMOTIONAL EXAMS—CITY EMPLOYEES ONLY

Promotional examinations are open to "City Employees Only" who must also meet the minimum qualifications or MQs for each job posting in order to be qualified to take the test. Seniority points are added to calculate the final score on promotional examinations. One-half point is added for each 6 months of City service up to a maximum of 10 points for non-uniformed exams.

If you come in to view exam announcements in person, promotional examination announcements are posted on blue paper to distinguish them from the yellow open competitive exam announcements and the white non-

competitive/qualifying exam announcements. If an exam is opened "promotionally" (City employees only) and "open competitively" (the general public), a City employee is allowed to submit an application for both. Once the eligible lists are established, the promotional list will be certified to the department first to fill vacancies. Only after the promotional list is exhausted will the open competitive eligible list be certified to the department to be used to fill remaining vacancies, thereby ensuring City employees are considered before the general public.

Civil Service Commission

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"Anyone who has never made a mistake has never tried anything new."
- Albert Einstein

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courtesy of:

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REMEMBER TO UPDATE YOUR JOB INTEREST!

In order to stay on the Commission's mailing list to be notified of civil service exams and job vacancies, you must update your Job Class Interest form every six months. You can easily fill out a new form on our website at www.csc.columbus.gov or in person in our downtown office. On days that we are closed (Tuesday and Friday) Job Interest Packs, which include the Job Class Interest form and a listing of all City of Columbus job titles, are available in our hallway.

The only exceptions on the six month update requirement are for the Police Officer or Firefighter exams. If you submitted a Job Class Interest form since the last police or fire exam, you will be contacted when applications are again being accepted for these positions.

It is also important to notify us of address and phone number changes if you are in our job interest database or on an eligible list. These changes can be entered on our website or sent in by mail or by fax.

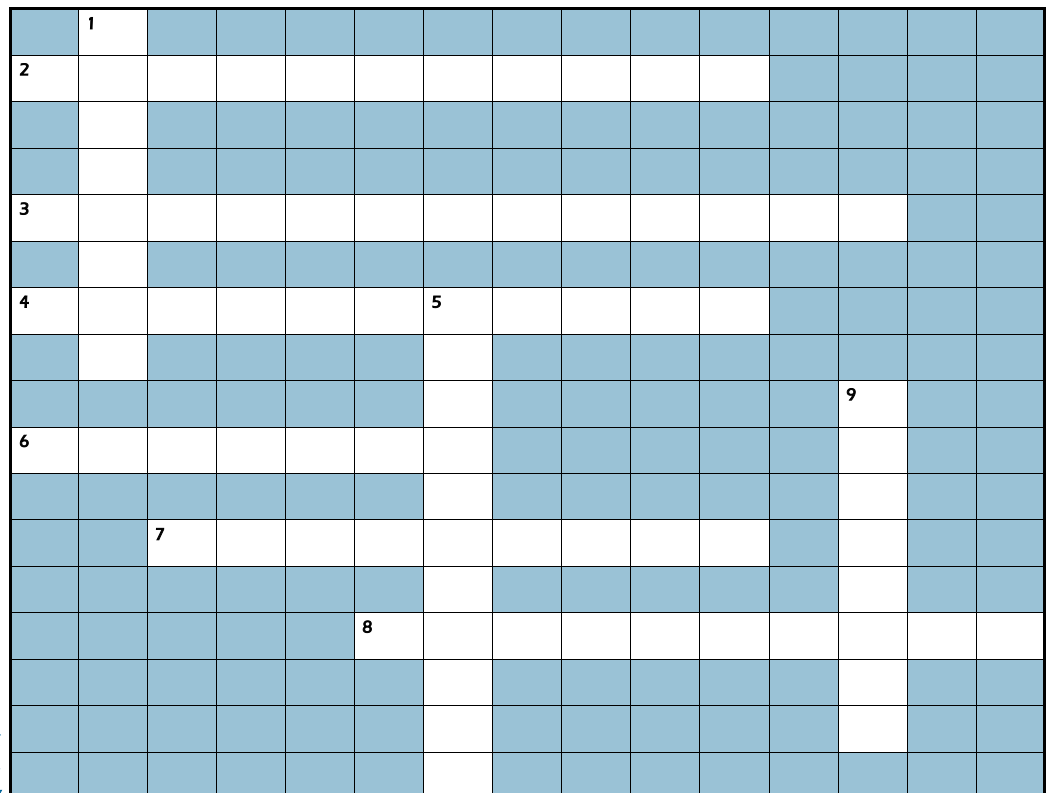
CIVIL SERVICE CROSSWORD PUZZLE

ACROSS:

2. Must be updated every six months.
3. Completed by employee during a job audit
4. New Commissioner
6. _____
Qualifications
7. Recently retired from the Civil Service Commission
8. _____
Comments

DOWN:

1. Can be requested by employee, appointing authority, union or the Commission
5. Exam applications accepted from current City employees only
9. New position _____



Answers: 1—Job Audit; 2—Job Interest;
3—Questionnaire; 4—Eileen Paley;
5—Promotional; 6—Minimum; 7—Bill
Terry; 8—Commission; 9—Overview